



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C. 20372-5120

IN REPLY REFER TO

BUMEDINST 5216.12 CH-1
BUMED-92
23 Nov 92

BUMED INSTRUCTION 5216.12 CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: BUMED SUPPLEMENT TO THE NAVY CORRESPONDENCE MANUAL

Encl: (1) Replacement pages 15, 18, 21, and 24; revised pages
16, 17, 22, and 23

1. Purpose. To provide guidelines for correspondence signed "By direction" and for preparing letters signed by the Chief, Bureau of Medicine and Surgery.

2. Action. Insert enclosure (1) pages and remove all like-numbered pages.

3. Completion of Action. This change transmittal is canceled upon completion of required action. File in front of basic instruction.


D. F. HAGEN



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C. 20372-5120

IN REPLY REFER TO
BUMEDINST 5216.12
BUMED-00AA
16 Feb 90

BUMED INSTRUCTION 5216.12

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: BUMED SUPPLEMENT TO THE NAVY CORRESPONDENCE MANUAL

Ref: (a) SECNAVINST 5216.5C
(b) SECNAVINST 5216.1H
(c) OPNAVINST 5510.1G
(d) NTP-3(E)
(e) Standard Navy Distribution List (SNDL)
(f) SECNAVINST 5215.1C
(g) NAVMEDCOMINST 5215.3

1. Purpose. To clarify administrative procedures at this Bureau. This guidance does not supersede any portion of reference (a) and is intended to serve as a guide only. Adhere to reference (a) whenever conflicts in interpretation arise between reference (a) and this supplement.

2. Cancellation. NAVMEDCOMINST 5216.1A.

3. Action. Addressees must follow the procedures in reference (a) and this supplement. References (b) through (g) provide additional guidance.

4. Forms. The OPNAV 5216/4, Outgoing Mail Record, the OPNAV 5216/142, Department of the Navy Self-Duplicating Note, and the OPNAV 5216/144A, Memorandum, are available from the BUMED Supply Room, Building Five, room 5000.


JAMES A. ZIMBLE

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GENERAL PROCEDURES AND POLICIES FOR CORRESPONDENCE

1. Acronyms

AIG	Address indicator group
ALNAV	All Navy (includes the Marine Corps)
BUMED	Bureau of Medicine and Surgery
CNO	Chief of Naval Operations
DCN	Document control number
DoD	Department of Defense
FAX	Facsimile
NAVMEDCOM	Naval Medical Command
NAVOP	Naval operations (excludes Marine Corps)
OCR	Optical character recognition
OLA	Office of Legislative Affairs
OMR	Outgoing mail record
OPNAV	Chief of Naval Operations
SECNAV	Secretary of the Navy
SNDL	Standard Navy Distribution List
SSIC	Standard Subject Identification Code

2. Stationery. Determined by one or more of the following:

- a. Specification on the control sheet.
- b. Determination of echelon of command that is appropriate for signature.
- c. The type of letter - official, business, or personal.
- d. Routing.
- e. Format of incoming correspondence.

3. Copy Requirements

- a. Each office must maintain a file copy with all background material, references, and enclosures.
- b. Each office must maintain a "By direction" reading file.
- c. Copy requirements for higher authority correspondence are listed in reference (b).

4. Enclosures. Label enclosures per reference (a). Be sure enclosure titles match the enclosure listing.

5. Assembly

a. Submit all material in a manila folder with inside strips, assembled as follows:

<u>Outside of folder:</u> Outgoing mail record (OMR) Internal chops under OMR (Tabbed)	
<u>Left side</u> Mailing labels (if applicable) Blue/Green Blazer Chops (outside BUMED/OP-093) Incoming correspondence References (All) Original routing sheet	<u>Right side</u> Original outgoing Enclosures/TABs, if any

b. Staple a 1-inch strip, one quarter of an inch from the inside top edge of the manila folder. Attach papers to the inside strip on each side with two appropriately sized paper clips. Staple the OMR to the outside of the folder. Three-fold folders will be used for packages containing two separate signature documents.

c. Use dividers to identify supporting documents (i.e., enclosures, tabs, references). Do not use green signal tabs or post-its as tabs. The natural tendency is to pull the tab up and look at the sheet underneath. Tabs also can raise havoc with automatic feeders on copier machines. Dividers will be identified as follows:

(1) References with lettered tabs, staggered on bottom edge.

(2) Enclosures with numbered tabs, staggered on right edge.

(3) Background material with lettered tabs, staggered on left edge.

d. Cover correspondence or messages for signature outside BUMED with an "Executive Correspondence" cover. Do not cover the left side. (Do not use "Executive Correspondence" covers on BUMED signature packages.)

e. Return reworked packages with the original version folded in half on top of all other material on the left side of package.

6. Standardized Letters and Sentences. Use the examples listed below as standard interim responses, and standard opening and closing sentences.

a. Standard Interim Response

This is in reply to your recent (do not use date) inquiry concerning (name of individual).

Due to the nature of your inquiry, information from other sources is necessary and a complete response is not possible at this time. You may anticipate a completed reply by (date).

b. Standard Opening Sentence

This is in response to your recent (do not use dates) inquiry to (addressee*) concerning (name of individual). (*To be used only if response is signed by official other than original addressee.)

I am responding on behalf of Vice Admiral Zimble to your recent letter concerning...

c. Standard Closing Sentences

For your information, a similar letter was forwarded to (name), in response to their inquiry.

I regret this response could not be (more) favorable.

7. Terminology, Composition, and Grammar. See reference (a). All short titles must follow reference (e). Reference (d) is used only for message addressees.

8. Classified Correspondence. See reference (c). Clear all classified correspondence and messages through the BUMED security manager.

9. Ink Colors. Use black ink for official correspondence.

10. Typing Elements. Use ten-pitch courier as the standard.

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11. Sender's Identification Block. Insert sender's identification (standard subject identification code (SSIC), serial number, and date) in the upper right corner on all outgoing official correspondence as follows:

SSIC number	5216
Ser code/control number	Ser 94/OU230500
Date	(insert a space for date)

a. Compose serial numbers on controlled correspondence as follows: the abbreviation "Ser" followed by a blank space (no colon); the code of the originating office (4 character limit) omitting the abbreviation "MED," "BUMED," or typist's initials; the virgule;

(1) Insert the DCN from the routing sheet. Example, Ser 02/OU230500.

(2) Leave blank when no DCN is assigned.

b. Compose serial numbers on noncontrolled correspondence as above with the exception of the assigned DCN. A department controlled serial number will be assigned correspondence being signed out at the local level. Serial numbers will be in blocks of 4 digits, starting with "0001" on the first day of the calendar year and numbered consecutively through 31 December. Examples, Ser 01/0001, Ser 33/0002.

OUTGOING MAIL RECORD (OMR) PREPARATION

1. Complete an OMR for all correspondence and information packages. Staple the OMR on the front of the manila folder.
2. The OMR represents you. Use it to move and explain your package. Make remarks and recommendations brief; a one-page summary. Date all chops.
3. Use the OMR to:
 - a. Explain who, what, where, when, and why.
 - b. Tell your true opinion, especially if the proposed correspondence states a contrary position.
4. Do not use the OMR to quote verbatim all or most of the proposed correspondence.
5. Provide recommended solutions. "Sign letter" is not an acceptable recommendation.
6. Action offices must obtain all chops before forwarding to front office. To expedite packages requiring several chops, copy the entire package and OMR and forward for concurrent chops. When the chops are received, place the chopped OMRs behind the original OMR and forward to the front office.
7. Type the DCN as the OMR "Control No." Leave this block blank if no DCN has been assigned. Use the "ODSER REF" block to annotate any internal officer control coding.
8. Following is a sample OMR.

SAMPLE OUTGOING MAIL RECORD

OUTGOING MAIL RECORD OPNAV 5216/4 (Rev. 1-79)					
CLASSIFICATION (of attached material) UNCLASSIFIED					
CONTROL NO. OU230000	ODSER REF 234	CODE ORIG 09B1	CNO SER	CNO DATE	TYPE Memo
ADDRESSEE (CMR action) ASD/HA		REG NO.		SSIC 5213	
KEY WORD FORMS		KEY WORD MANAGEMENT		KEY WORD CONTROL	
KEY WORD REPORT		DOWNGRADE YEAR		DECLASS/REV YR	
REQUIRED RETENTION DATE		NUMBER MAIL		DISTRIBUTION	
CLEARANCE LADDER					
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> </div>					
COMMENTS					
<p><u>Issue</u></p> <p><u>Background</u></p> <p>--Provide a brief and concise summary of staff actions you are asking to be reviewed or acted upon.</p> <p>--The function of the OMR is to introduce, coordinate, and summarize the package.</p> <p><u>Discussion</u></p> <p>--Use plain bond paper if an additional page is necessary.</p> <p><u>Recommendation</u></p> <p>--"Sign attached letter" is a superfluous remark. The recommendation should provide a well thought out conclusion that should be reached. Type "See blazer" in the comments section of the OMR for packages with a blue or green blazer</p>					
SCREENER	FILMER	MAILER	COMPUTER	CLASSIFICATION (attached material) UNCLASSIFIED	

BLUE AND GREEN BLAZERS

1. Complete a blue or green blazer for all correspondence prepared for higher authority signature.
 - a. Use a blue blazer for signature within OPNAV.
 - b. Use a green blazer for signature above OPNAV.
2. The green or blue blazer should:
 - a. Explain who, what, where, when, and why.
 - b. Tell your true opinion, especially if the proposed correspondence states a contrary position.
3. The green or blue blazer should not quote verbatim all or most of the proposed correspondence.
4. Provide recommended solutions. "Sign letter" is not an acceptable recommendation.
5. Division heads sign blue and green blazers. Include the signee's telephone number, code, and title in the "Office Code and/or Title" block.
6. Following are examples of blue and green blazers.

SAMPLE GREEN BLAZER

OUTGOING DOCUMENT CLEARANCE/BRIEFING SHEET NAVSO 5216/27 (10-87)		CLASSIFICATION OF ATTACHED MATERIAL (Stamp) UNCLASSIFIED		CLASSIFICATION OF THIS SHEET ONLY (Stamp) UNCLASSIFIED	
ROUTE 1	PRIORITY (Stamp if document has deadline, give date)	RECOMMENDED SIGNER ASSTSECNAV MRA			
REBERT ORDER NO OR "T" MARK THROUGH WHEN RELEASED					
CNO					
VCNO	RETURN TO SECNAV ADMIN	ROOM 4D680	AFTER	<input type="checkbox"/> EACH CLEARANCE	<input type="checkbox"/> LAST CLEARANCE
CMC	ATTACHED OUTGOING DOCUMENT	TYPE MEMO	ADDRESSEE(S) ASD/HA	SERIAL	0U230002
ACMC	SUBJECT BRIEF BUT SUFFICIENT DETAIL TO SIMPLIFY FILING				
USN	BACKGROUND/BRIEFING (If required, list references and enclosures immediately below, in naval letter format. It is not necessary to list references and enclosures to the basic incoming and outgoing documents. Duplication of information contained in the attached incoming or outgoing document, or that inserted elsewhere on this sheet, should be avoided whenever practicable.)				
DUSH (P)	<u>Issue</u> -- Green blazers are required for correspondence forwarded to SECNAV for signature				
DUSH (SR&A)	<u>Background</u> -- Provides a concise summary of staff action				
OGC	<u>Discussion</u> -- Bulletized, pyramid, concise.				
REAS	<u>Coordination Summary</u> -- Names and titles of individuals outside BUMED involved in coordination and their concurrence or non concurrence.				
S&I	<u>Recommendation</u> -- Recommendations should provide a well thought out conclusion that the decision maker should reach				
FM					
MARA					
OPA					
OLA					
CHINFO					
JAG					
DASH(TT&A)					
NIG					
WMLO					
NAVJUDSVC					
OSD					
OTHER					
SAL	<input type="checkbox"/> CONTINUED ON PAGE 2				
PA					
SASW	SIGNATURE SMART, CAPT, MSC, USN		OFFICE CODE AND/OR TITLE MED-15/653-0403		DATE 5FEB90
This sheet is unclassified when removed from classified material, unless when entry of classified information herein requires classification.			CLASSIFICATION OF THIS SHEET ONLY (Stamp) UNCLASSIFIED		
*Indicate clearance by entering green letter, when applicable.					

SAMPLE BLUE BLAZER

OUTGOING DOCUMENT CLEARANCE/BRIEFING SHEET OPNAV 5210/14 (Rev. 9-80) S/N 0194-LL-008-3201 WWNY		See reverse for instructions - Complete necessary blocks only CLASSIFICATION OF ATTACHED MATERIAL (Stamp) UNCLASSIFIED		CLASSIFICATION OF THIS SHEET ONLY (Stamp) UNCLASSIFIED	
ROUTE TO	PRIORITY (Stamp. If document has deadline, give date)	RECOMMENDED SIGNER CNO/VCNO			
INSERT ORDER NO. OR "X" MARK THROUGH WHEN RELEASED					
OP					
00	RETURN TO OP: 093/BUMED ROOM 1107PXT AFTER: <input type="checkbox"/> EACH CLEARANCE <input type="checkbox"/> LAST CLEARANCE <input checked="" type="checkbox"/> SIGNATURE				
09	ATTACHED OUTGOING DOCUMENT	TYPE MEMO	ADDRESSEE(S) ASSTSECNAV MRA	SERIAL 0U230001	
098	SUBJECT BRIEF BUT SUFFICIENT DETAIL TO SIMPLIFY FILING				
09E	BACKGROUND/BRIEFING (If required, list references and enclosures immediately below, in naval letter format. It is not necessary to list references and enclosures to the basic incoming and outgoing documents. Duplication of information contained in the attached incoming or outgoing document, or that inserted elsewhere on this sheet, should be avoided whenever practicable.)				
09A	ISSUE				
090	-- Blue blazers are required for correspondence forwarded to the VCNO or CNO for signature.				
092					
093	BACKGROUND				
094	-- Provides a concise summary of staff action.				
	-- Function is to introduce, coordinate, and summarize a package.				
095	DISCUSSION				
096	-- If additional pages are necessary, prepare on plain bond paper.				
098	RECOMMENDATION				
	-- Recommendations should provide a well thought out conclusion that the decision maker should reach.				
007					
008					
009					
01					
02					
03					
04					
05					
06	<input type="checkbox"/> CONTINUED ON PAGE 2				
OTHER	SIGNATURE I.M. SMART, CAPT, MSC, USN	OFFICE CODE AND/OR TITLE MED-31, 653-0227	DATE 5FEB90		
09834	This sheet is unclassified when removed from described material, unless entry of classified information hereon requires classification.		CLASSIFICATION OF THIS SHEET ONLY (Stamp) UNCLASSIFIED		
09815					
0981					

*Indicate clearance by initialing green ladder, when applicable

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MEMORANDA

1. In addition to the guidelines in reference (a), offices may use any of the following to create internal memoranda:

a. Plain bond paper.

Example: From: MED 09
To: MED 09B

Subj: CORRESPONDENCE GUIDELINES

b. OPNAV 5216/142, Department of the Navy Self-Duplicating Note. This form provides a uniform format for informal notes and provides the user with a duplicate copy of the memorandum.

c. OPNAV 5216/144A, Memoranda. This form has preprinted Date, From, To, and Subj lines.

2. The use of personal memoranda (notepaper type) for official correspondence is prohibited. The only exception is the locally printed memoranda paper for flag officers.

MEMORANDUM FOR

1. Use when writing to senior officials.
2. When writing for OPNAV signature, use standard Navy format.
3. When writing for SECNAV signature:
 - a. Start each paragraph on the sixth space. Do not number paragraphs.
 - b. The incoming correspondence is always marked TAB A. TAB A starts the first paragraph. Sample:

"The draft DoD instruction at TAB A has been reviewed and the Navy concurs. A signed coordination and control record is forwarded as TAB B."
4. For memoranda addresses to DoD:
 - a. Signee should be in the office of SECNAV.
 - b. Subject line must have "ACTION MEMORANDUM" or "INFORMATION MEMORANDUM" after the actual subject. Sample:

Subj: CORRESPONDENCE FOR DOD - INFORMATION MEMORANDUM
5. Subject lines appears on the first page only.
6. Keep to one page. Forward additional information as either an enclosure or TAB.

SAMPLE MEMORANDUM FOR USING STANDARD NAVY FORMAT



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C. 20372-5120

IN REPLY REFER TO

5216
Ser 09B/OU230500
Date

MEMORANDUM FOR THE ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (SHIPBUILDING
AND LOGISTICS)

Via: Vice Chief of Naval Operations

Subj: PREPARED IN THE SAME STYLE AS A STANDARD LETTER

Ref: (a) Reference material is included on the left side and
tabbed at the bottom

Encl: (1) All enclosures should be under the correspondence and
tabbed on the right side

1. This format will be used for all correspondence addressed to
Navy components regardless of signature authority. Ensure
preparation is on the proper official stationery applicable to
the signature authority (e.g., BUMED, CNO, SECNAV). CNO
stationery is always "Office of the Chief of Naval Operations".

2. Number main paragraphs such as this one. Enclosures and
references should be tabbed.

a. Indent each new subdivision of a paragraph by three
spaces.

b. If subparagraphs are needed, use at least two.

(1) Single-space within main paragraphs and within
subparagraphs, but double space between them.

(a) Cite paragraphs and subparagraphs by number and
letter without periods or spaces. "Paragraph 1b(1)(a)."

(b) Never use more than the three subparagraph
divisions shown in this example.

(2) Use numbers in parentheses to emphasize a few short
statements without creating subparagraphs.

Example: Memorandum for SECNAV must (1) be limited to one page,
(2) follow standard Navy format, and (3) use enclosures
to forward additional information.

3. This is an example only. Keep memorandum for to one page
using enclosures to forward additional information.

SAMPLE MEMORANDUM FOR SIGNATURE IN SECRETARY OF THE NAVY OFFICES



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

MEMORANDUM FOR THE ASSISTANT SECRETARY OF DEFENSE (FORCE
MANAGEMENT AND PERSONNEL)

Subj: THE SUBJECT LINE IS PREPARED IN THE SAME STYLE AS A STANDARD
LETTER - INFORMATION MEMORANDUM

This format will be used for all correspondence addressed to DoD components regardless of signature authority. Subject line should always be followed by either "ACTION MEMORANDUM " or "INFORMATION MEMORANDUM," as appropriate. Ensure preparation is on the proper official stationery applicable to the signature authority (e.g., BUMED, CNO, SECNAV). SECNAV stationery is always "Office of the Secretary."

Enclosures and references are identified as TABs. When replying to a tasking, TAB A will be the tasking memo or letter, followed by TABs, as applicable.

Keep memorandum for to one page, using TABs to forward additional information.

Indent paragraphs five spaces.

- Subparagraphs are also indented five spaces but begin with a dash.

- You may not have only one subparagraph; you must have at least two.

TAB A - Appropriately identified and placed 10 lines below the last line of the text.

TAB B - Additional TABs should be listed in order as mentioned in the text.

MESSAGES

1. Use messages for urgent matters or classified material and when a speedy reply is needed to meet the Bureau mission or imposed deadlines. See reference (d) for specific guidelines on message preparation and routing. Bureau guidelines are:

a. Use Joint Messageform, DD 173/3.

b. All message traffic, regardless of precedence, will be signed only by authorized personnel. Messages addressed to AIGs will be released by assistant chiefs or special assistants only after presentation at the morning line-up.

c. The message center assigns the "Date time group."

2. ALNAVs and NAVOPs are restricted to urgent, time-sensitive material of importance to the entire Navy Department. Action officers will:

a. Prepare on a DD 173/3 using an OCR font.

b. Obtain required chops for ALNAVs and NAVOPs. ALNAV chops - OP-941B1, Headquarters Marine Corps, and OP-09B. NAVOPs chops - OP-941B1 and OP-09B chops. OP-094A chops all priority NAVOPs and ALNAVs.

c. Prepare a blue or green blazer for signature by the division head and chopped by the Surgeon General.

d. Obtain all external chops before forwarding to the Surgeon General.

3. During MINIMIZE, use speedletters or facsimile (FAX) in lieu of messages whenever possible. Type MINIMIZE CONSIDERED in the "Special Instructions" block if message is required.

4. Complete an OMR to forward messages for MED-00/09 for signature or chop. Submit a hard copy of a message, with date time group, to MED-00S to clear a tasker.

DIRECTIVES

1. See references (f) and (g) for guidance on directive preparation.
2. Submit an original and four copies of draft directives to MED-09B3 for review and clearance. Include all clearances and written comments and a copy of the references (NAVMEDCOM and BUMED instructions and notices do not have to be provided). State who provided technical and professional reviews on the OMR.
3. The Regulations and Directives Branch (MED-09B3) must chop all directives and notices, both draft and final, prior to submission for signature.

g. Surgeon General signature blocks (OPNAV letterhead): (R)

(1) Standard naval letter:

D. F. HAGEN
Surgeon General of the Navy

(2) Business letter:

D. F. HAGEN
Vice Admiral, Medical Corps
United States Navy
Surgeon General of the Navy

(3) Memorandum for:

D. F. HAGEN
Surgeon General of the Navy

h. Personal correspondence, three-star stationery:

D. F. HAGEN
Vice Admiral, Medical Corps
United States Navy

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CONGRESSIONAL CORRESPONDENCE

1. Reply individually to each inquiry from Members of Congress. Do not enclose a copy of a letter to another Member on the same subject.
2. Answer congressional correspondence within the allowed timeframe. When circumstances clearly prevent a substantive reply within that time, forward an interim providing information then available, reasons for the delay, and expected date of a final reply. The Secretary of Defense expects prompt and courteous responses to congressional inquiries. Responses to such inquiries must be timely and substantive.
3. Addresses and salutations are listed in reference (a).
4. List SECNAV OLA as a "Blind copy to" on correspondence controlled by OLA.

POINT PAPERS AND DECISION PAPERS

1. Use point papers, sample follows, as informal methods of providing information on topics within the command that do not require formal correspondence.
2. Limit point papers to one page. Provide additional information in tabs or clouds.
3. Classified point papers must mark paragraph titles using symbols (U), (C), (S), and (TS), as appropriate. The symbol is the highest classification of any material within that paragraph. The overall point paper classification reflects the highest classification of any material in the paper. Unclassified point papers do not need paragraph classifications.
4. Decision papers, sample follows, are concise, to the point, and provide the decision maker with relevant facts on an issue.

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SAMPLE POINT PAPER

CLASSIFICATION (if applicable)
(Typed and stamped, as required)

Grade and Name
Code and Extension
Date of Preparation

SUBJECT * (unclassified if possible)

POINT PAPER FORMAT

BACKGROUND *

Pyramid style, conciseness, and graphic representation are key ingredients of point papers.

DISCUSSION *

- Might contain problems, pros and cons, present status, and outlook for future.
- Other points which will aid in your preparation of point papers:
 - Write concisely in bulletized format.
 - Do not exceed one page (use clouds or TABs, if necessary for amplifying information).
 - Wherever possible, present data in graphics instead of words, particularly trend lines which can be displayed in curve or bar graphs.
- Type on 8 1/2 x 11 white bond, with a 1-inch margin to simplify binding.

RECOMMENDATION *

What approach should be taken. State whether recommendation concerns discussion of plans and policies that have not been approved by higher authority.

CLASSIFIED BY:
DECLASSIFY ON:

CLASSIFICATION
* (highest classification within paragraph)

SAMPLE DECISION PAPER

CLASSIFICATION (if applicable)
(Typed and stamped, as required)

Grade and Name
Code and Extension
Date of Preparation

SUBJECT * (unclassified if possible)

DECISION PAPER FORMAT

BACKGROUND *

Pyramid style, conciseness, and graphic representation are key ingredients of decision paper.

DISCUSSION *

- Might contain problems, pros and cons, present status, and outlook for future.
- Other points which will aid in your preparation of decision paper:
 - Write concisely in bulletized format.
 - Do not exceed one page (use clouds or TABs, if necessary for amplifying information).
 - Wherever possible, present data in graphics instead of words, particularly trend lines which can be displayed in curve or bar graphs.
- Type on 8 1/2 x 11 white bond, with a 1-inch margin to simplify binding.

RECOMMENDATION *

What decision should be made. State whether recommendation concerns discussion of plans and policies that have not been approved by higher authority.

_____ Approve
_____ Disapprove
_____ Other: _____

CLASSIFIED BY:
DECLASSIFY ON:

CLASSIFICATION
* (highest classification within paragraph)

DELEGATION OF SIGNATURE AUTHORITY

1. Signature Authority

- R) a. Per reference (a), "By direction" authority is delegated for routine correspondence that:

(1) Does not establish policy, except for assistant chiefs, who are authorized to establish policy for execution of programs for which they have oversight and responsibility.

(2) Does not change the Bureau's mission.

(3) Is not addressed to higher authority, unless specifically authorized.

(4) Is not negative in tone, especially congressional replies; assistant chiefs must sign any controversial issues or negative responses.

(5) Is not required by law to be signed by the Chief, BUMED.

- R) b. Effective this date, "By direction of the Chief, BUMED" authority is granted to the following positions:

(1) Assistant chiefs (single digits), their deputy assistant chiefs, and their executive assistants.

(2) Chief of staff.

(3) Division directors (double digits).

(4) Special assistants.

- R) c. If an individual not listed above requires "By direction" authority in the performance of his or her duties, submit a request in writing through the normal chain of command to the Chief, BUMED.

- R) d. When an individual with "By direction" authority is scheduled to be absent, the appropriate assistant chief must designate, in writing, who will be "Acting." The member designated as "Acting" may sign "By direction" for the specified period. Forward one copy of the designation to MED-92 for retention.

- R) e. "By direction" letters must be printed on BUMED letterhead. ("By direction of the Surgeon General" does not exist.) Use the following:

- (1) Standard naval letter, "By direction":

NAME (IN ALL CAPS)
By direction

- (2) Standard naval letter, assistant chiefs and chief of staff only (assistant chiefs and chief of staff only are authorized to sign under their own title):

NAME (IN ALL CAPS)
Title

- (3) Business letter, "By direction":

NAME (IN ALL CAPS)
Grade, Corps
United States Navy
Title
By direction of the Chief,
Bureau of Medicine and Surgery

- (4) Business letter, assistant chiefs and chief of staff only:

NAME (IN ALL CAPS)
Grade, Corps
United States Navy
Title

2. Stationery. Use BUMED letterhead when signing "By direction" or when assistant chiefs sign under their own title. Use plain bond for all other correspondence. (R)

3. Message release authority (R)

a. AIG/multiple addressed messages (more than three addressees)

(1) Prepare a correspondence package with your draft message (using MTF editor) on the right side, any necessary background information on the left side, and an OMR on the front.

(2) Executive assistants are to ensure all necessary chops (complete staff work) are present before forwarding for assistant chief approval.

(3) After assistant chief approval, deliver the package to MED-92 for necessary recording and front office review. MED-92 will contact the action officer listed on the OMR for final conversions (in MTF Editor) and subsequent release.

b. Assistant chiefs, deputies, and other delegated personnel may release routine messages with three or less addressees.

BUMEDINST 5216.12
16 Feb 90

READING FILES

1. Purpose. Reading files provide higher authority the opportunity to review correspondence signed by subordinates. Expeditious routing of the front office reading files will provide assistant chiefs and special assistants a review of current issues.
2. Format. Assistant chiefs must review all subordinates correspondence on a weekly basis. Assistant chiefs and special assistants will submit for review a copy of all correspondence signed by their office.
3. Submission Schedule. Submit reading files to the front office by noon the last working day of each week.

SURGEON GENERAL CERTIFICATES

1. There are two types of certificates.
 - a. Letter of Commendation
 - b. Letter of Appreciation
2. Obtain blank forms from the administrative office.
3. See following examples. The following specific instructions apply:
 - a. Use 10 pitch font only. Use laser printers only.
 - b. Justify the right margin.
 - c. Limit text to 22 lines.
 - d. Begin signature blocks at the center of the page.

SAMPLE LETTER OF COMMENDATION



The Surgeon General

takes great pleasure in presenting to

Letter of Commendation

In Recognition of Services as set forth herein

"When assigned to assist the Career Development Division, you consistently performed your duties in a highly professional manner while demonstrating enthusiasm, intense motivation, and initiative. Your dedication to duty and willingness to work extended hours and on weekends assured that essential tasks related to career development of the Bureau of Medicine and Surgery would be accomplished. The professional support you provided to the staff of the Career Development Division enabled the Medical Department to accomplish its mission and demonstrate its determination to be ready when needed. Your display of professionalism, dedication to duty, and initiative reflected great credit upon yourself and was in keeping with the highest traditions of the United States naval service."

NAME (ALL IN CAPITALS)
Vice Admiral, Medical Corps
United States Navy

SAMPLE LETTER OF APPRECIATION



The Surgeon General

takes great pleasure in presenting to

Letter of Appreciation

In Recognition of Services as set forth herein

"For outstanding performance while providing significant leadership, managerial, and organizational expertise to the Bureau of Medicine and Surgery from ----- to -----. Using your extensive knowledge and experience in organizational principles and healthcare management, you, first as assistant project leader, and later as the action officer for implementation, developed organization proposals, as well as functional descriptions for a restructure of the Bureau of Medicine and Surgery's geographic field commands and their components. Your skills, intellectual grasp of organizational form and function, and ability to integrate complex healthcare organizational issues into naval command structure, were instrumental in achieving project success. Displaying remarkable skill and ability, you helped bring together a group of healthcare managers from different perspectives to form a team which successfully worked its way through various project issues and problems to complete a comprehensive naval medical restructuring and realignment. Your personal enthusiasm and dedication to your tasks and profession reflect credit upon yourself and uphold the highest tradition of the naval service."

NAME (ALL IN CAPITALS)
Vice Admiral, Medical Corps
United States Navy